



Official Minutes of the City of Cottonwood
Planning & Zoning Commission Meeting
Held, July 20, 2009 at 6:00 PM at the Council Chambers
826 N. Main Street - Cottonwood, Arizona

Call to Order

Chairperson Kiyler called the meeting to order at 6:00 PM.

Roll Call

Chairperson Kiyler	Present	Member Gonzales	Absent
Vice Chair Lovett	Present	Member Kevin	Present
Member Cox	Present	Member Wasden	Present
Member Dixon	Present		

Staff Present:

George Gehlert, Community Development Director
Charlie Scully, Long Range Planner
Wes Ballew, Planner
Leslie Wager, Administrative Coordinator, Recorder

Public Present:

No public present

CALL TO THE PUBLIC

There was no response.

APPROVAL OF MINUTES

Motion: ***To accept the minutes of June 15, 2009 as written.***
Moved by: ***Kiyler***
Second: ***Wasden***
Vote: ***Unanimous approval.***

UNFINISHED BUSINESS

There was no unfinished business to discuss.

NEW BUSINESS

1. CONSENT AGENDA

- a) **PCU 04-020** Review a Conditional Use Permit granted for Strombolli's restaurant to allow indoor entertainment in a C-1 (Light Commercial) zone located at 321 N. Main Street. Former Applicant: Strombolli's. Current Owner: SB Restaurants Inc. Status: Indoor entertainment no longer requires a Conditional Use Permit. Recommendation: The Conditional Use Permit is void.
- b) **PCU 04-019** Review a Conditional Use Permit granted for Allen's Auto Sales to allow auto sales in the C-1 (Light Commercial) zone located at 232 S. 6th Street. Former Applicant: Allen Zwart. Current Owner: His & Hers Investments Inc. Status: The requested was never activated. Recommendation: The Conditional Use Permit is void.
- c) **PCU 04-023** Review a Conditional Use Permit granted for Delavie Residence to allow a duplex in the C-3 (now CR-Commercial / Residential) zone located at 784 N. Main Street. Former Applicant: Devi Delavie. Current Owner: Robinette Pare. Status: The use is on-going and all stipulations have been accomplished. Recommendation: That the Conditional Use Permit be renewed with a staff review in 5 years.

Motion: *To approve Consent Agenda as presented*
Moved by: *Lovett*
Second: *Cox*
Vote: *Unanimous Approval*

2. Update Regarding Conditional Use Permit Reviews

Planner Wes Ballew reported that over the past eight months staff has begun to update all of the Conditional Use Permits in the database to ensure that all are up to date and have been properly reviewed. Originally, about 85 permits needed to be reviewed out of 409 Conditional Use Permits in the system. Ballew also stated since November when staff started the process, they have reviewed 23 permits, including most of the very oldest that had not been reviewed in 5 years or more. Of the 62 that remain, most will simply be consent agenda items. It has been determined that at least 10 of the older items are more complex and will need to be discussed more in depth, and therefore will need to be reviewed as regular agenda items.

Commissioner Kevin inquired if the Conditional Use Permits for businesses that no longer exist will still need to be reviewed. Planner Ballew stated they will still need to be looked at.

Director Gehlert suggested in order to speed up the process of reviewing the Conditional Use Permits, staff can handle them administratively and copy the P&Z Commission when a letter is sent. Director Gehlert stated staff will provide a quarterly

update to P&Z on letters sent. In a case where the Conditional Use Permit is more complex then it will be added to the P&Z agenda.

3. **Cancellation of August 17, 2009 P&Z Hearing.**

Director Gehlert reported there are no pending hearing items for the August meeting and he will be on vacation.

Motion: *To cancel the August 17, 2009 P&Z Commission meeting*
Moved by: *Wasden*
Second by: *Cox*
Vote: *Unanimous*

4. **Postponement of August 13, 2009 Joint Session with City Council**

Director Gehlert stated he would like to push back the Joint Session to September 24, 2009.

Motion: *To push back the Joint Session from August 13, 2009 to September 24, 2009*
Moved by: *Wasden*
Second by: *Cox*
Vote: *Unanimous*

DISCUSSION ITEMS

1. Discussion of possible future work sessions

Director Gehlert stated he has set up training with the Department of Commerce on Design Review for the P&Z Commission. Two training dates have been set up, September 28 and October 26, 2009.

Director Gehlert reported the yearly Arizona Planning Conference will take place on October 14th-16th in Prescott Valley. Two staff members from Community Development will be attending and he would like to see two Commission members attend as well. Members Cox and Wasden showed interest in attending.

2. Departmental Reports

Director Gehlert reported Community Development no longer has a Zoning Official (Code Enforcement Officer) on staff, therefore the Commission will no longer see the monthly Zoning Violation Report in their packets.

INFORMATIONAL REPORTS

Director Gehlert reported the second reading of the group home ordinance will be voted on at the City Council meeting on July 21, 2009 and the Landscape Code is a couple of months off.

ADJOURNMENT

Chairperson Kiyler adjourned the meeting at 6:20 p.m.

Minutes prepared by: Leslie Wager

Date Approved: _____